



Cobb County Business License Division  
191 Lawrence Street  
Marietta, GA 30060-1692  
Phone – 770-528-8410  
Fax – 770-528-8414  
**Web site Address - [www.cobbcounty.org](http://www.cobbcounty.org)**

## **Check off list and application for a Cobb County Liquor, Beer, & Wine License**

### **Change of Ownership**

- ❑ 1. The application must be completed in its entirety before being accepted by the Business License Office. Each question must be answered. Provide one original and one duplicate of the completed application and all attachments.
- ❑ 2. The application and all attachments **must be typed or legibly printed in black ink.** The Business License Division reserves the right to refuse to accept any application and/or attachment(s) that are considered illegible by the Cobb County Business License Division Manager.
- ❑ 3. A personal statement must be submitted for the licensee, each owner, each partner, and each stockholder with 20% or more shares. The Business License Division Manager reserves the right to request personal statements on **all** stockholders, partners, and owners. (One personal statement packet is attached.) (Pages 17-26 with photos)
- ❑ 4. Complete a personal financial statement for the licensee, each owner, each partner, and each stockholder with 20% or more shares. Include assets, liabilities, and capital. The Business License Division Manager reserves the right to ask for this information on **all** stockholders, partners, and owners. (One form is attached page 26)
- ❑ 5. Provide a seven (7) year driver's history for the licensee, each owner, each partner, and each stockholder with 20% or more ownership. This report can be obtained from any State Patrol Post location. Enclosed is a list of Metro Atlanta Post locations for your convenience. If the licensee, owner, partner, or stockholder resides outside the State of Georgia, a driver's history must be obtained from the State of residence of the licensee, owner, partner, and/or stockholder. (Page 25)
- ❑ 6. A list of the employees, including names, addresses, phone numbers, and positions, designated by the licensee of the business to receive communication, notices and/or court documents, including citations, must be listed in question 22 of page 12 of the alcoholic beverage application. Failure to provide persons on question 22 will subject application to denial. Failure of at least one of the persons listed in questions 22 of page 12 to be at the business while the business is open will place the alcoholic beverage license in jeopardy. **This list must be updated and kept current with the Cobb County Business License office. Failure to keep this list current with the Cobb County Business License office will also place the license in jeopardy.**

- ❑ 7. All applications for new Alcoholic Beverage Establishments, all Change of Ownership applications, and all Change of Licensee applications that are submitted after January 1, 2002, will not be accepted unless the licensee provides with the application a certificate of attendance by the **licensee** to the Policy Workshop required by the Cobb County Code of Ordinances. The Cobb County Business License Division must receive the original certificate issued by a Cobb County-approved workshop provider before the application will be accepted. To signup for a Policy Workshop please see the attached registration forms from three approved RASS Workshop vendors on pages 28-31. Please be sure to send the appropriate registration form to the appropriate vendor of your choice. (see maps/directions on registration forms)
- ❑ 8. Applicants for a license to sell alcohol on-premises (pouring license) must have a certified public accountant complete in its entirety the food and alcoholic beverage sales affidavit and submit with the application. The food and alcoholic beverage sales affidavit must have an estimate based on the business plan, menu, estimated sales, etc. The food and alcoholic beverage sales affidavit must be signed by the accountant and the licensee.(Page 27) The licensee and accountant must be able to support the information submitted on the affidavit at the Business License Division's request.
- ❑ 9. Sole Proprietors and Partners that are not U.S. Citizens must provide **original** Immigration Card I-551 to the Business License Staff for verification and copying. Naturalized citizens must provide their **original** certificate of naturalization for verification by Business License Staff. This applies to the licensee, each owner and each partner with 20% or more ownership, and their spouses. (Passports will not be accepted.) Shareholders of corporations with 20% or more ownership and their spouses must provide immigration documents, when applicable. Applications for I-551 and pending applications for I-551 are not acceptable for the licensee and the licensee's spouse; other immigration statuses that allow legal entry into the United States are not acceptable for the licensee and the licensee's spouse, but may be acceptable for shareholders of the corporation.
- ❑ 10. A signed and notarized consent form must be provided for the licensee, each owner, each partner, each stockholder with 20% or more shares and the spouses of the licensee, each owner, each partner, and each stockholder with 20% or more shares. (Pages 23,24)
- ❑ 11. Submit two (2) fingerprint cards for the licensee with a business check or money order for \$ 24.00 made payable to Georgia Bureau of Investigation. No personal checks or cash will be accepted for this investigation fee. This fee is non-refundable.
- ❑ 12. There is also an additional \$ 100.00 application fee payable to the Cobb County Business License Division by business check or money order. This application fee must be paid when the application is submitted. This fee is non-refundable.
- ❑ 13. Provide two (2) photographs with the personal statement of the licensee, each owner, each partner, and each stockholder with 20% or more shares. Photographs must be 2X2 and less than a year old. (Page 17)
- ❑ 14. Submit a note of indebtedness where capital is borrowed. The note of indebtedness must include the name of the lender, debtor, date, signatures, interest rate, amount of loan, and length of obligation. (Page 11.#20.c.)
- ❑ 15. Provide a copy of the Certificate of Incorporation when the business is corporation or Certificate of Organization when the business is an LLC.

- ❑ 16. Provide copies of all Stock Certificates ( Front & Back ) in numerical order and minutes of meetings on all stock transfers, except for publicly traded companies. Organizational papers are required to be submitted for Limited Liability Companies and Limited Liability Partnerships.
- ❑ 17. Provide an executed and dated Purchase Agreement – if you are buying an existing establishment.
- ❑ 18. Provide a copy of a lease and/or sublease, contract, management agreement, lease agreement, and/or purchase agreement or deed for the property. All must be executed by all parties involved. The ownership of the business applying for the license must be listed as the tenant in the lease.
- ❑ 19. ***Notice*** - Any and all false information provided to the Business License Division verbally or written will subject the person that provides this false information to prosecution to the full extent of the law and will subject the application to denial or revocation.
- ❑ 20. **FOR LIQUOR PACKAGE APPLICATIONS** – submit drawings or snapshots of the location of the existing building to show compliance with Section 6-129 of the Cobb County Code of Ordinances.
- ❑ 21. **LIQUOR PACKAGE ONLY** – A five percent (5%) tax on liquor package sales must be collected on annual gross sales of liquor between \$100,00 and \$178,000. This tax will not exceed \$3,900.00 annually and is in addition to the annual license fee. This tax must be submitted on the appropriate tax form to the Cobb County Business License Division located at 191 Lawrence Street, First Floor, Marietta, Georgia 30060-1692. Taxes must be submitted by the twentieth (20<sup>th</sup>) of each month following the month that the tax was collected. It is the responsibility of the license holder to obtain the appropriate tax forms from the Business License Office and submit them to the Business License Office in a timely manner.
- ❑ 22. **LIQUOR POURING ONLY**- A three percent (3%) tax on the price of all drinks containing spirituous liquor, sold by the drink, must be collected by the liquor pouring license holder. The tax must be submitted to the Cobb County Business License Division located at 191 Lawrence Street, First Floor, Marietta, Georgia 30060-1692 utilizing the appropriate tax form. These taxes must be submitted by the twentieth (20<sup>th</sup>) of each month following the month the tax was collected. It is the responsibility of the license holder to obtain the appropriate tax forms from the Business License Office.
- ❑ 23. The sale of alcoholic beverages on Sunday is only authorized for those licensees that possess an alcoholic beverage pouring license, and submit a food and alcoholic beverage sales affidavit indicating fifty percent (50%) of the food and alcoholic beverage sales is from food sales.  
(page 27)
- ❑ 24. An application, personal statement, consent form and the same documentation required for a licensee may be provided for a substitute licensee as provided in Section 6-92(f) of the Cobb County Code of Ordinances and may be submitted in addition to the licensee and approved as a substitute licensee to avoid the disruption of alcoholic beverage sales and serve as the licensee in the event the licensee leaves the business or is not longer qualified to be the licensee
- ❑ 25. A separate business license application is required in addition to the alcoholic beverage application and approval is required for pool tables utilized in the establishment.
- ❑ 26. **Once the license is approved, all fees must be paid within fourteen days or the license will be void. All alcoholic beverage license fees must be paid with a certified check.**

- ❑ 27. For your information - Employees must apply for a permit to serve/sell alcoholic beverages in Cobb County. To obtain a Cobb County Server Permit go to the Cobb County Police Permits Unit located at 154 North Marietta Parkway, Marietta, Georgia 30060. Phone – 770-499-3943.
- ❑ 28. All alcoholic beverage establishments must apply for and receive a State Alcoholic Beverage License prior to stocking and selling alcoholic beverages. State applications can be obtained by contacting the Georgia Department of Revenue Alcohol Division. – Phone – 404-651-8651.
- ❑ 29. Alcoholic Beverage establishments must also pay a Federal Special Tax to the Bureau of Alcohol, Tobacco, and Firearms. See attached information and/or call (800) 937-8864.
- ❑ 30. Area alcoholic beverage wholesalers may provide alcoholic beverage training seminars. If interested in this service, please contact your wholesaler to see if this service is available.

#### Application Procedure:

Each application will require 2-3 weeks for processing. Upon receipt of the application the Business License Division will send the application to the Cobb County Police Permits Unit for investigation. No action can be taken in regard to the application until the Cobb County Police Permits Unit investigation has been completed. The police investigation usually requires 7 – 10 business days. After receipt of the investigation report, the application will be considered by the Business License Division Manager. This decision will not be performed in a hearing. This decision will be based solely on the application's compliance with the Official Code of Cobb County Georgia. If the application is approved the license fee must be paid within two weeks of approval. If the application is denied the applicant will have ten days to appeal the denial to the License Review Board. Even when approved, any aggrieved party will have ten days to appeal the decision of the Business License Division Manager. When the application is in compliance with the Official Code of Cobb County Georgia and there is an objection, the application will be deferred to the License Review Board for a hearing. The License Review Board routinely meets on the second and fourth Thursday of each month at 3:00 p.m. The meeting will be conducted in the Purchasing Building, Bid Room, on the second floor at 1772 County Services Parkway, Marietta, Georgia.

Upon the decision of the Business License Division Manager and the appropriate filing of an appeal, the application will be scheduled for the next available hearing. However, appeals must be received a minimum of two weeks in advance of a License Review Board hearing. All decisions of the License Review Board are final unless appealed to the Board of Commissioners within thirty days of the decision of the License Review Board.

If there are any questions regarding this Change of Ownership Application, please contact the Cobb County Business License Division at 770-528-8410.

A change of ownership application is required when purchasing a business or assuming ownership of a business, within (90) days closing of the prior business, provided the prior business possessed a valid alcoholic beverage license.

Cobb County Business License Division  
191 Lawrence Street  
Marietta, GA 30060-1692  
Phone 770-528-8410  
Fax 770-528-8414

Date Received: \_\_\_\_\_  
Application Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Attendance to Alcohol Workshop: ( ) Yes Date: \_\_\_\_\_ ( ) No  
Finger Print Card Fee Paid \$ \_\_\_\_\_  
Copy to Police Department: \_\_\_\_\_  
Date Letter Received From PD: \_\_\_\_\_  
Ads to Run: \_\_\_\_\_  
Deadline for objections: \_\_\_\_\_  
Consideration Date: \_\_\_\_\_  
Disposition: Approved ( ) Denied ( )  
License Review Board: Approved ( ) Denied ( ) Date : \_\_\_\_\_  
Board of Commissioners: Approved ( ) Denied ( ) Date: \_\_\_\_\_

License Number: \_\_\_\_\_

**Application for Alcoholic Beverage License/Ownership Change Application**

Application Date: \_\_\_\_\_

<b>Liquor</b>	<b>Beer</b>	<b>Wine</b>
Pouring ( )	Pouring ( )	Pouring ( )
Package ( )	Package ( )	Package ( )

**Type of Business**

Bar ( ) Beer Pub ( ) Bottle House ( ) Convenience Store ( ) Farm Winery ( )  
Grocery ( ) Nightclub ( ) Poolroom ( ) Restaurant ( ) Sunday Sales ( )  
Wholesaler ( )

1. Type of Business: \_\_\_\_\_

2. Name doing business as: \_\_\_\_\_ Phone: \_\_\_\_\_

Corporation, Partnership, or Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Fax # \_\_\_\_\_ City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Licensee Full Name \_\_\_\_\_ Title: \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Business Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Type of Ownership: Sole Proprietor ( ) Partnership ( ) Corporation ( )  
LLP ( ) LLC ( )

6. If Sole Proprietor - Owner's Name: \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. If Partnership or Limited Liability Partnership

Partnership or LLP Name: \_\_\_\_\_

Name of Partner/Member: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Partner/Member: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\* Include additional partners/members on separate attachment\***

8. If Corporation or Limited Liability Company

Name of Corporation or LLC Name: \_\_\_\_\_

President/Member: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Home address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vice President/Member: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Home address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secretary/Member: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Home address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Treasurer/Member: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

Home address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*Include additional partners/members on separate attachment\***

9. List all stockholders by name, date of birth, social security number, address, phone number, and number of shares owned by each. Attach all stocks (front and back) to the application.

<u>Name</u>	<u>DOB</u>	<u>SSN</u>	<u>Address</u>	<u>Phone #</u>	<u>#Shares</u>
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_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
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10. Does the licensee, partner, member, manager, corporation, stockholder in the corporation or any owners have any other vested interest in any other alcoholic beverage license in the State of Georgia? Yes ( ) No ( )

If yes, give complete names, address, and phone numbers below.

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11. List full name, date of birth, social security number, address, and percentage of ownership for each individual, including all "limited" and "silent" partners, having any vested interest in this application. (Attach any document indicating ownership, direct, indirect, or by default.)

<u>Name</u>	<u>DOB</u>	<u>SSN</u>	<u>Address</u>	<u>% of Ownership</u>
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12. List full name, address, and percentage of ownership for each firm or corporation having any interest in this application.

<u>Corporate Name</u>	<u>Business Address</u>	<u>% Owned</u>
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13. List full name, position held, social security number, address, and percentage of ownership for each board member of each corporation.

<u>Name</u>	<u>Position Held</u>	<u>SSN</u>	<u>Resident Address</u>	<u>% Owned</u>
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14. Is or has the licensee or any owner listed in question ten (10) and/or eleven (11) currently holding interest, or ever been associated with any alcoholic beverage establishment? If yes, list below.

<u>Name</u>	<u>SSN</u>	<u>Name of Business</u>	<u>Business Address</u>	<u>% Interest</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

15. List full name and other required information for spouse, parents, step-parents, parents-in-law, brothers, sisters, step-brothers, step-sisters, brothers-in-law, sisters-in-law, children, and step children, if such relatives are related to the licensee or any owner and have, or have had in the past any license or any financial or ownership interest whatsoever in any business dealing in alcoholic beverages.

<u>Name</u>	<u>Relationship</u>	<u>Resident Address</u>	<u>Business Name &amp; Address</u>	<u>% Interest</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. List the full name and address of every owner of the property on which this business is to be conducted.

<u>Name of Property Owner</u>	<u>Address</u>	<u>Relation to applicant or owner(s)</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

17. List the full name and address of every owner of the building within which this business is to be conducted.

<u>Name of Building Owner</u>	<u>Address</u>	<u>Relation to applicant or owner(s)</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

18. List the full name and address of every lessor and sub-lessor of the property where the business is to be conducted.

<u>Name</u>	<u>Lessor or Sub-lessor</u>	<u>Address</u>	<u>Relation to applicant or owner(s)</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. Has any individual, firm, partnership, or corporation been issued a license to sell alcoholic beverages at this location? \_\_\_\_\_. If Yes, give the name of the business, date closed, and reason for closing.

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_____
_____

20. State the total amount of capital funds that is or will be invested in this business.

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- A. State the total amount of personal funds invested by you the licensee/owner, including the total amount of funds borrowed by you the licensee/ owner. \_\_\_\_\_.
- B. State the total amount of personal fund invested by other owners including the total amount of funds borrowed by other owners. \_\_\_\_\_.
- C. If any capital is borrowed, state name of lender(s), amount of capital borrowed from each, date of the loan(s), and true rate of interest on each. (A copy of note(s) or other evidence of indebtedness, with all amendments, must be attached to the application.)

<u>Name of lender</u>	<u>Address</u>	<u>Amount</u>	<u>Date</u>	<u>Interest</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

21. Name the person(s) that will be the manager(s) of this business, giving all pertinent information. In addition, state how the manager(s) will be compensated.

<u>Name</u>	<u>SSN</u>	<u>Address</u>	<u>% Interest (if any)</u>	<u>Compensation</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

22. Please list the name(s), address(es) and telephone number(s) of all managers and/or employees whom you designate to receive court documents, communications, citations, or notices required under the Alcoholic Beverage Ordinance at the location of the business. Failure of the licensee to designate a person(s) who will be at the place of business whenever the business is open to receive documents as stated, failure of the person listed to be present at the place of business during the business operation hours, and/or failure of the licensee to maintain a current list of such person(s) with the Cobb County Business License office shall be cause for denial of the alcoholic beverage license or revocation of the alcoholic beverage license. Attach additional lists if needed.

<u>Name</u>	<u>Home Address</u>	<u>Home Phone Number</u>	<u>Position</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

23. State name of person or firm responsible for preparing and maintaining financial and tax records of this business, giving all pertinent information.

<u>Name</u>	<u>Business Name &amp; Address</u>	<u>Business Phone #</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

24. Has this place or any place of business associated in any form with the Corporation, LLC, Partnership, LLP, individual ownership, for which this application is submitted, or any owner, partner, shareholder, stockholder, licensee, officer, or employee of any owner, shareholder or entity of a shareholder in this application ever been cited, charged, indicted, have a pending charge, or been convicted at any time, for any violation of Georgia Law, Federal Law, or any rule or regulation of the State Revenue Commissioner or any rule, regulation, or ordinance of any city, county, or other Governmental unit?

Yes ( ) No ( ). If yes, give full details.

_____
_____
_____

25. Have you, your spouse, the licensee's, licensee spouse, or any person having interest in this business or their spouse, have ever been:

A. **Arrested** Yes ( ) No ( ) B. **Convicted** Yes ( ) No ( )

C. **Detained** Yes ( ) No ( ) D. **Indicted** Yes ( ) No ( )

E. **Pled Guilty** Yes ( ) No ( ) F. **Pled Nolo Contendre** Yes ( ) No ( )

G. **On Probation** Yes ( ) No ( ) H. **Any Pending Criminal Charge** Yes ( ) No ( )

I. If you answered "**YES**" to any of these questions, list below in complete detail the dates, charges, places of arrest, and disposition of charges(s). (Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not given for any reason.)

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26. Have you, your spouse, the licensee, the licensee's spouse, any person having any interest in this business or their spouse ever had any interest in any business, ever been a licensee, or ever been an officer in any business that was cited, had an employee of any business cited, detained, arrested, indicated, or convicted for any offense by a federal, state, county, or city government or has any business been warned or had any license placed on probation, denied, suspended, or revoked by an federal state, county, or city government? (Failure to make full disclosure of all details in response to this application will result in denial of the application or revocation of the license.)

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27. Indicate the type of alcohol awareness training and the number of hours of training (be specific) that is required of employees, owners, and persons selling alcoholic beverages for the business. Please indicate all in-house training, outside training, the amount of hours required for each and if any diplomas or certifications are required. Also, indicate if training is required annually and the number of hours required.

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28. What type of materials (written materials, signs, badges, etc.) are provided with the training of employees. Please enclose these materials.

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29. Have you read and do you understand all the provisions of the Cobb County and State Georgia Alcoholic Beverage requirements as stated in Chapter Six of the Cobb County Code of Ordinances and Title Three of the Official Code of Georgia.

**YES** or **NO** (Please circle one)

30. Are you aware that the sale of alcoholic beverages to an underage person(s) by you or your employees may result in the suspension or revocation of the alcoholic beverage license.

**YES** or **NO** (Please circle one)

31. What written procedures do you have in place to ensure that alcoholic beverages are not sold to underage person(s)? Please attach all documentation relating to such procedures and include an explanation as to their usage.

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32. What procedures do you have in place to ensure that alcoholic beverages are not sold in violation of the Cobb County Code of Ordinances and State Law? Please attach all documentation relating to such procedures and include an explanation as to their usage.

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33. What technology, equipment, and products have been or will be implemented in this location to ensure compliance with County and State law? (Example: cash registers that require date of birth, cameras, signs, calendars, etc....) List, describe, and indicate the number and the location in the business.

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34. Estimated Gross Receipts from this location for the remaining calendar year. \$ \_\_\_\_\_

35. How is the proposed location zoned? \_\_\_\_\_

If this is an application for a new establishment attach proof of adequate parking facilities of one (1) off street parking space for each (200) square feet of total floor area within the building in conformance with the zoning ordinance and regulations of the County.

\_\_\_\_\_  
\_\_\_\_\_

Verified by Planning Division or Zoning Division staff member \_\_\_\_\_

36. Estimated date this location will be open for business. \_\_\_\_\_

37. Whose responsibility is it to ensure that all of your employees have alcohol server's permits?

\_\_\_\_\_

For pouring license, please indicate the following:

38. Please indicate days and hours of operation for this business. \_\_\_\_\_

\_\_\_\_\_

39. Number of pool tables in the location \_\_\_\_\_

40. Number of video game machines \_\_\_\_\_

41. Size of dance floor \_\_\_\_\_

42. Amount of cover charge \_\_\_\_\_

43. List days of the week and hours that the location will have live entertainment \_\_\_\_\_

\_\_\_\_\_

44. Describe type of entertainment (attach contracts; describe and identify acts, bands, persons, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

45. Will location have a DJ and if so, list days of the week and hours? \_\_\_\_\_

\_\_\_\_\_

46. How many square feet of the location is the: a. dining area? \_\_\_\_\_

b. bar area? \_\_\_\_\_

c. What percentage of total dining space is bar area? \_\_\_\_\_

GEORGIA, COBB COUNTY

I, \_\_\_\_\_ SWEAR THAT THE FACTS AND STATEMENTS  
STATED BY ME IN THE ABOVE AND FOREGOING ANSWERS ARE TRUE AND COMPLETE, AND THAT NO  
FALSE OR FRAUDULENT STATEMENTS ARE MADE HEREIN, AND NO FALSE OR FRAUDULENT STATEMENT  
OR STATEMENTS HAVE OR WERE MADE IN ORDER TO PRODUCE THE GRANTING OF AN ALCOHOLIC  
BEVERAGE LICENSE.

I FURTHER CERTIFY THAT I WILL NOTIFY COBB COUNTY BUSINESS LICENSE DIVISION  
OF ANY CHANGE IN MANAGEMENT, LICENSEE, OR OWNERSHIP IMMEDIATELY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE AND TITLE OF  
PERSON OTHER THAN APPLICANT  
FILLING OUT THIS APPLICATION.

\_\_\_\_\_  
TELEPHONE NUMBER

**ALL QUESTIONS MUST BE ANSWERED**

RECEIVED IN COBB LICENSE DEPARTMENT ON \_\_\_\_\_ AT \_\_\_\_\_

BY \_\_\_\_\_  
BUSINESS LICENSE CLERK

\_\_\_\_\_  
DATE



**Attach  
2x2  
Picture Photos  
Here**

**Owner/ Licensee Personal Statement**  
(A photo of applicant must be attached)

1. Full name of licensee (Do Not Use Initials) \_\_\_\_\_  
Include maiden name(s), alias(s), etc.
2. Social Security No. \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
3. Home Address: \_\_\_\_\_ Home Phone \_\_\_\_\_
4. Business Address: \_\_\_\_\_
5. Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Age: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Color of Eyes: \_\_\_\_\_
6. Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
U.S. Citizen: \_\_\_\_\_ By Birth: \_\_\_\_\_ Naturalized: \_\_\_\_\_  
Date, Place, and Court: \_\_\_\_\_ Certificate # \_\_\_\_\_  
Petition # \_\_\_\_\_ Derived Parents Certificate #'s \_\_\_\_\_  
Alien Registration #: \_\_\_\_\_ Native Country: \_\_\_\_\_  
Date and port of entry: \_\_\_\_\_
7. How long have you resided in the State of Georgia? \_\_\_\_\_
8. Number of years resided at your present address? \_\_\_\_\_
9. What has been your occupation for the past five (5) years? \_\_\_\_\_
10. What is your position title with the business submitting this license application? \_\_\_\_\_  
\_\_\_\_\_
11. Are you: (Circle one)  
Single    Married    Widowed    Divorced    Separated

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14. Give names and addresses of all immediate living relatives:

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Brother(s)/ Sister(s): \_\_\_\_\_

\_\_\_\_\_

Father-in-law: \_\_\_\_\_

Mother-in-law: \_\_\_\_\_

15. Do you have financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverages are sold and consumed on the premises?

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Do you or does your spouse have any financial interest, or are you or your spouse employed in any wholesale or retail alcoholic beverage business other than the business submitting the license application of which this personal statement is a part? If yes, please give name, location, amount of interest, and/or type of employment in each.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Are you or your spouse related to anyone who has ownership or is employed by any wholesale or retail alcoholic beverage business? If so, give name, relationship to licensee or licensee's spouse, business name, and the amount of interest, and/or type of employment in each.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of schools attended	Address	Dates Attended	Degree Received

[illegible][illegible]

21. Have you ever been:

A. **Arrested** Yes ( ) No ( ) B. **Convicted** Yes ( ) No ( )

C. **Detained** Yes ( ) No ( ) D. **Indicted** Yes ( ) No ( )

E. **Pled Guilty** Yes ( ) No ( ) F. **Pled Nolo Contendere** Yes ( ) No ( )

G. **On Probation** Yes ( ) No ( ) H. **Any Pending Criminal Charge** Yes ( ) No ( )

I. If you answered "**YES**" to any of these questions, list below in complete detail the dates, charges, places of arrest, and disposition of charges(s). (Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not given for any reason.)

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I, \_\_\_\_\_, DO SOLEMNLY SWEAR, THAT THE FOREGOING STATEMENTS ARE TRUE. I UNDERSTAND THAT ANY FALSEHOODS ARE GROUNDS FOR AUTOMATIC DISMISSAL OF THIS APPLICATION.

I FURTHER CERTIFY THAT I WILL NOTIFY THE COBB COUNTY BUSINESS LICENSE DIVISION OF ANY CHANGES AFFECTING MY STATUS AND/OR POSITION WITH THIS COMPANY.

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE, FULL NAME IN INK

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY THE LICENSEE, SPOUSE OF LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.**

**CONSENT FORM**

**I HEREBY AUTHORIZE COBB COUNTY BUSINESS LICENSE TO RECEIVE ANY CRIMINAL HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN GEORGIA.**

\_\_\_\_\_  
FULL NAME PRINTED

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, & ZIP

\_\_\_\_\_  
SEX

\_\_\_\_\_  
RACE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY THE LICENSEE, SPOUSE OF LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES AND STOCKHOLDERS WITH 20% OR MORE OF SHARES AND THEIR SPOUSES.**

**CONSENT FORM**

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\_\_\_\_\_  
FULL NAME PRINTED

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, & ZIP

\_\_\_\_\_  
SEX

\_\_\_\_\_  
RACE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE



**Metro Atlanta  
Dept. of Motor Vehicles**

**Updated 9/7/04**

**Marietta**

1605 County Services Pkwy  
Marietta, GA 30008  
770-528-3250

**Marietta**

2800 Canton Road, Suite 1000  
Marietta, GA 30066  
770-528-5401

**Canton**

1085 Marietta Highway  
Canton, GA 30114  
770-720-3693

**Villa Rica**

746 W. Bankhead Highway  
Villa Rica, GA 30180  
770-459-3549

**Forest Park**

5036 Georgia Highway 85  
Forest Park, GA 30297  
404-669-3961

**Lawrenceville**

310 Hurricane Shoals Road  
Lawrenceville, GA 30045  
770-995-6890

**Cartersville**

1300 Joe Frank Harris Parkway  
Cartersville, GA 30120  
770-387-3700

OWNER/LICENSEE PERSONAL FINANCIAL STATEMENT (Confidential)				
Name			Date of Birth	
Social Security No.			Name of Spouse	
Residence Address			Business or Organization	
City, State, Zip			Business Phone	
Residence Phone			Partner or Officer in any other business?    ( ) Yes    ( ) No	
Assets		% Interest	Liabilities	
Cash on hand and in banks			Notes Payable to Banks-Secured	
Accounts receivable			Notes Payable to Banks-Unsecured	
Notes receivable			Notes Payable to Others	
Stocks and Bonds			Accounts Payable	
Real Estate			Unpaid Taxes	
Cash value of life insurance			Mortgages on Real Estate	
Automobiles			Other Debts	
Deposit accounts				
Credit with financial institutions				
Other assets (itemize):				
			Total Liabilities	
			Net Worth	
Total Assets			Total Liabilities and Net Worth	
Source of Annual Income				
Salary				
Bonus and Commissions				
Dividends				
Alimony, child support, or separate income				
Itemize all loan sources and interest:				
Other income (itemize)				
			Total	
General Information				
Unsatisfied judgments or law suits pending?    _ Yes    ( ) No				
Are any income tax returns made by you for prior years being contested? ( ) Yes    ( ) No			If so, what do you estimate as the additional amount you may be required to pay?	
Are any assets pledged or in joint names other than as described above? ( ) Yes    ( ) No			Have you ever been declared bankrupt?    _ Yes    ( ) No	
Do you have a will?    _ Yes    ( ) No    Beneficiary(ies):			Who is named as your executor?	

As of \_\_\_\_\_, 20\_\_\_\_\_.



**COBB COUNTY BUSINESS LICENSE**

191 LAWRENCE STREET

MARIETTA, GA 30060-1692

PHONE (770)528-8410 FAX (770)528-8414

**FOOD SALES AND ALCOHOLIC BEVERAGE SALES AFFIDAVIT**

NAME OF ESTABLISHMENT \_\_\_\_\_  
ADDRESS OF ESTABLISHMENT \_\_\_\_\_  
LICENSEE'S NAME \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

**I. FOOD SALES AND ALCOHOLIC BEVERAGE SALES. Financial reports must be attached to support the reported sales totals or CPA certification must be completed attesting to the reported sales totals.** This information must be provided from the financial records of the above establishment on a calendar year basis, or such period during which the establishment has been open.

PERIOD FOR WHICH INFORMATION IS PROVIDED \_\_\_\_\_  
(IF EXISTING BUSINESS, MUST BE 12 MONTH PERIOD. IF NEW BUSINESS, MUST BE 12 MONTH ESTIMATE)

Gross Receipts from Food Sales this period: \$ \_\_\_\_\_ (\_\_\_\_ %)

Gross Receipts from Alcoholic Beverage Sales this period: \$ \_\_\_\_\_ (\_\_\_\_ %)

Total Food Sales and Alcoholic Beverage Sales this period: \$ \_\_\_\_\_ (\_\_\_\_ %)

Briefly describe the method by which receipts are segregated daily into food sales and alcoholic beverage sales: \_\_\_\_\_

I certify that I have a working knowledge of the books and records of the establishment whose name appears above, and that to the best of my knowledge the figures presented above represent accurate sales totals for the period specified.

\_\_\_\_\_  
CPA NAME (PRINTED)

\_\_\_\_\_  
NAME OF CPA FIRM

\_\_\_\_\_  
CPA SIGNATURE

\_\_\_\_\_  
BUSINESS ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
PHONE #

SWORN UNDER OATH THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

**II.** I hereby affirm that I understand that the privilege of selling alcoholic beverages on Sundays from 12:30 p.m. until 12:00 midnight requires a valid alcoholic beverage pouring license, valid Sunday Sales pouring license, and that at least 50% of the licensed establishment's annual gross food and alcoholic beverage sales must be derived from the sale of prepared meals and food.

I hereby affirm that I understand that records of food sales and alcoholic beverage sales must be prepared and maintained. Failure to prepare and maintain records of food sales and alcoholic beverage sales is cause for denial or revocation of an alcoholic beverage pouring license, including a Sunday Sales pouring license. I further affirm that I understand that the Cobb County Business License Division may audit our records to verify same at its discretion.

\_\_\_\_\_  
SIGNATURE LICENSEE/OWNER

SWORN UNDER OATH THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

**THIS FORM MUST BE COMPLETED IN FULL OR NO PRIVILEGE POURING LICENSE WILL BE ISSUED.**



**A Policy Workshop for Owners & Licensees**  
**Regarding Responsible Alcohol-  
Tobacco Sales & Service**



Sponsored by the Cobb Underage Drinking Task Force

***\*Taught By a Lawyer***  
***With Years of Experience in the Industry\****

**WHO:** Area alcohol **owners** and **licensees** doing business in Acworth, Austell, Cobb, Kennesaw, Marietta, Powder Springs and Smyrna (not for employees). **Managers** are also welcome and encouraged to attend.

**WHAT:** A Workshop **taught by a lawyer** and designed just for you...  
~ Recognizing your legal obligations and responsibilities including ways to reduce your risks and liability  
~ Drafting or revising your written policy and common pitfalls  
~ Staff training tools  
~ Ways to monitor your employees and increase compliance

**WHEN:** Registration begins at **8:45 a.m.** Plan to **arrive by 8:45 a.m.** to insure attendance. Class lasts from 9:00 a.m. until 12:00 noon on *the first Wednesday of each month*): The **doors close at 9:00 a.m.** **Latecomers will be turned away to attend a future session.**

January 4, 2006	July 5, 2006
February 1, 2006	August 2, 2006
March 1, 2006	September 6, 2006
April 5, 2006	October 4, 2006
May 3, 2006	November 1, 2006
June 7, 2006	December 6, 2006

**WHERE:** **Ridgeview Institute:** 3995 South Cobb Drive  
(map/directions on back) Smyrna, Georgia 30080

To register, send \$100 with completed **EVINDI** registration form (on back). Space is limited and is on a first come, first served basis. The **deadline** for registrations is **one week prior** to the preferred workshop date. **No on-site registration** will be accepted. Materials, resources and refreshments will be provided. (There is a \$15 fee for refund requests and a \$30 fee for returned checks.)

***Note: Attendees who have difficulty understanding English are encouraged to bring an interpreter at no additional charge.***

This workshop has been approved to satisfy the requirements of the following ordinance sections as amended:  
Cobb County Section 6-96; City of Kennesaw Section 6-69; City of Roswell Section 3.2.10; Douglas County Section 3-27; City of Powder Springs Sections 3-103 & 3-182; City of Smyrna Section 6-129



OFFICE USE ONLY	
Check/Money Order # _____	Received by: _____

### **Policy Workshop for Owners & Licensees - Registration Form**

Complete one registration form for each workshop participant - **please type or print legibly.**

Name of Attendee (as it appears on driver's license): \_\_\_\_\_

Title: (check all that apply) ☐ Owner ☐ Licensee ☐ Manager

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Workshop Date: (1<sup>st</sup> Choice) \_\_\_\_\_ (2<sup>nd</sup> Choice) \_\_\_\_\_

Name of Licensed Premises: \_\_\_\_\_  
(the physical business being licensed)

Address of Licensed Premises: \_\_\_\_\_

**Mail registration form with check or money order payable to Evindi, Inc. @ \$100 per participant to:  
Evindi, Inc., Attn: RASS Coordinator, 3101 Towercreek Pkwy., Suite 425, Atlanta, GA 30339**

#### **DIRECTIONS TO RIDGEVIEW INSTITUTE** **3995 South Cobb Drive**

**From I-75, 400 or I-85 (north of the Perimeter):**

Take I-285 West to Exit 15, (South Cobb Drive). Turn Right (North) onto South Cobb Dr. Travel approximately 2.5 miles. Ridgeview will be on the right.

**From I-75, 400 or I-85 (inside the Perimeter):**

Take I-75, 400 OR I-85 North, (I-75 is the closest to Ridgeview), to I-285 West then follow the directions above.

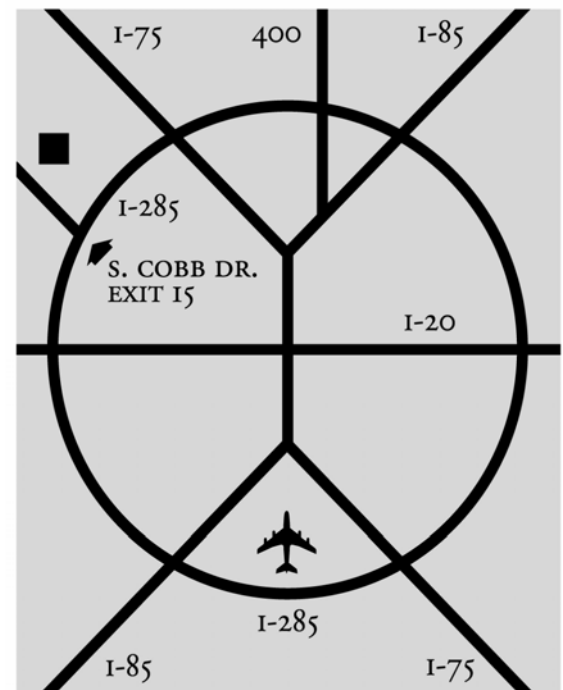
**From I-75 or I-85 (south of the Perimeter) or I-20:**

Take I-285 North to Exit 15 (South Cobb Drive), turn left (across bridge), travel north 2.5 miles and Ridgeview will be on the right.

**From Hartsfield/Atlanta International Airport:**

Exit Airport onto Camp Creek Pkwy, follow signs to I-285 North. Take I-285 North to Exit 15 (South Cobb Drive), turn left (across bridge), travel north 2.5 miles and Ridgeview will be on the right.

**Upon entering the Ridgeview Campus, park in the parking lot on immediate left. Enter the lower building directly across from that lot.**



The Cobb Underage Drinking Task Force is a community law enforcement partnership.

**Contact: RASS Coordinator at [msanders@evindi.com](mailto:msanders@evindi.com) (email), 770-988-9970 or 770-988-9971(fax)**

## **TRAINING INSTITUTE FOR RESPONSIBLE VENDORS, INC. (404) 531 - 9237**

### **R.A.S.S. WORKSHOP REGISTRATION FORM**

Name of Licensee: \_\_\_\_\_

Name of Licensed Establishment  
And Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Names of Attendees and Position \_\_\_\_\_  
\_\_\_\_\_

WORK SHOP DATE WE WILL ATTEND IS \_\_\_\_\_

**Fees for Workshop are \$100.00 per Participant due at Check In at Workshop.  
Check or Cash. Make Checks Payable to T.I.R.V. Inc. NO ONE WILL BE ADMITTED AFTER WORKSHOP HAS  
BEGUN. Registration must be received 48 hours before Work Shop. Attendees who have difficulty with English can bring  
an interpreter at no additional charge.**

Fax or Mail Registration to: Fax # 770-509-0141 / T.I.R.V. Inc.  
P.O. Box 421128

Questions / Information: 404-531 9237 Atlanta, GA 30342

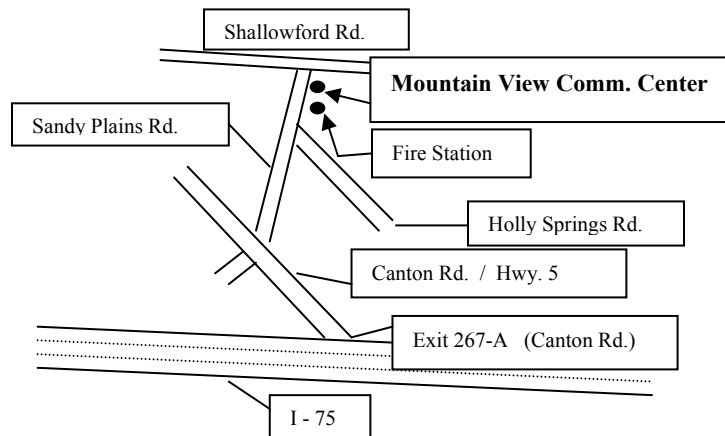
### **2006 R.A.S.S. WORKSHOP DATES**

Tuesday, Jan. 17	Tuesday, Apr. 18	Tuesday, July 18	Tuesday, Oct. 24
Tuesday, Feb. 21	Tuesday, May 23	Tuesday, Aug. 22	Tuesday, Nov. 21
Tuesday, Mar. 21	Tuesday, June 20	Tuesday, Sept. 19	

**All Classes are from 9AM TO 12PM.**

### **DIRECTIONS TO MOUNTAIN VIEW COMMUNITY CENTER**

I-75 to Exit 267-A Hwy. 5 (Canton Rd.)  
Turn Right at first light (Sandy Plains Rd.) After about 5 miles you will pass library and then the Fire Station. The next two drives take you to parking for the center.  
IF LOST CALL: 404-452-9237





## Responsible Alcohol Sales & Service Policy Workshop for Cobb County

3101 Towercreek Parkway, Suite 425  
Atlanta, Ga. 30339

### PLEASE TYPE OR PRINT LEGIBLY

Name of Attendee: \_\_\_\_\_  
(As it appears on Driver's license)                      First                      Middle                      Last

Title: (check all that apply)                      ☐ Owner                      ☐ Licensee                      ☐ Manager

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Workshop Date: \_\_\_\_\_

Name of Licensed Premises: \_\_\_\_\_

Address of Licensed Premises: \_\_\_\_\_

### 2006 Policy Workshop Dates

Monday, March 13  
Monday, April 17  
Monday, May 15  
Monday, June 19

Monday, July 17  
Monday, August 14  
Monday, September 18

Monday, October 16  
Monday, November 13  
Monday, December 18

Check-in is at 8:45 am, classes last from 9:00 am - 12:00 noon. Doors close promptly at 9:00 a.m.  
(Attendees with difficulty understanding English may bring an interpreter at no additional charge)

**PAYMENT:** Cash, check or money order - \$100 made payable to Stumpe & Associates, PC. Mail payment and registration form at least one week prior to class to Stumpe & Associates, P.C., 3101 Towercreek Pkwy., Suite 425, Atlanta, GA 30339.

**DIRECTIONS:** **From Marietta:** Take 75 South to Cumberland Blvd. Exit. Turn LEFT onto Cumberland. At the 4<sup>th</sup> light, turn **RIGHT** onto Aker's Mill. Take the first LEFT into our building (the top of the building says "Strayer University" and the sign in front reads "One Towercreek")

**From Downtown Atlanta:** Take 75 North to Cumberland Blvd. Exit. Turn RIGHT onto Cumberland. At the 3<sup>rd</sup> light, turn **RIGHT** onto Aker's Mill. Take the first LEFT into our building (the top of the building says "Strayer University" and the sign in front reads "One Towercreek")

**From 285:** Take 285 North to Exit 20 (I-75 S), follow the signs for 75 South, but instead of getting onto 75, stay in the left lane for Cumberland Blvd. Turn LEFT onto Cumberland. At the 4<sup>th</sup> light, turn **RIGHT** onto Aker's Mill. Take the first LEFT into our building (the top of the building says "Strayer University" and the sign in front reads "One Towercreek")



Department of the Treasury  
Bureau of Alcohol, Tobacco and Firearms

**FEDERAL SPECIAL TAX**

(You must file a registration and return and pay the special tax upon commencing business and file/pay each year thereafter on or before July 1)

Sample listing of business occupations that could be subject to paying an annual special tax as a "retail liquor dealer" for selling or offering for sale beverage alcohol products (e.g., beer, wine, liquor, coolers, mixed drinks, etc.). This tax applies to on-site consumption and off-site consumption sales.

Airlines	Inns
Airport Lounges	Leagues
Amusement Parks	Limousine Services
Bars	Liquor Stores
Bed and Breakfast Inns	Lodges
Bingo Halls	Lounges
Boats (Pleasure)	Lunch Wagons
Bowling Alleys	Military Installations
Casinos	Motels
Catering Services	Package Stores
Clubs	Pool Halls
Concession Stands	Private Clubs
Convenience Stores	Race Tracks
Drug Stores	Recreation Centers
Florist Services	Restaurants
Fraternal Organizations	Ships
Fundraising	Snack Bars
Organizations	State Stores
Golf Courses	Stadiums
Grills	Supermarkets
Grocery Stores	Taverns
Hospitals	Trains
Hotels	Wine & Cheese
	Stores

**FOR MORE INFORMATION AND FORMS CONTACT**

ATF National Revenue Center "SOT" Toll Free Number  
1-800-937-8864 Or Call (513) 684-2979  
(Please call between 8:30 am and 4:30 pm, Eastern Time)  
or  
Local ATF Field Office (404) 679-5130  
(WRITE: ATF National Revenue Center, 550 Main Street,  
Cincinnati, OH 45202)